



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Promotion for In-House Applicants Only

Opening Date: 03/20/15 Closing Date: 03/26/15

Position Title: Server/Waitress

Department: Oak Pit Restaurant

Work Schedule: Varies

Wage Rate: \$9.00/HR/ Paid Bi-Weekly/ Non-Exempt

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit to:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB DESCRIPTION

POSITION TITLE: Server-Waiter/Waitress	WORKSITE: Oak Pit Restaurant 615 N. Main St. Porterville, CA 93257
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GENERAL POSITION DESCRIPTION

Customer and Personal Service -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

DUTIES & RESPONSIBILITIES:

- Responsible for prompt, efficient and courteous service to all customers to insure customer satisfaction.
- Maintain proper hygiene and decorum to make a positive impression with the customers.
- Perform all cash exchanges, including receiving payment for food or drink from guests.
- Performs necessary tasks to service customers including but not limited to taking and filling all food and drink orders.
- Assist customers as necessary by monitoring customer needs including assisting the elderly and handicapped.
- Assist with cleaning tables and take dishes, utensils, etc. to kitchen for washing.
- Sanitize beverage areas during shift.
- Follow all company procedures and health regulations at all times.
- Must attend and be certified in all applicable training programs required.
- All other departmental duties as assigned by immediate supervisor.

QUALIFICATIONS:

- Must have a high school diploma or GED
- Must have 1-year of experience in food service
- Must be able to obtain a Food Handlers Certificate. (www.servsafe.com)
- Must have excellent customer service skills.
- Must be able to multitask, and carry out tasks with little to no supervision.
- Must be able excellent communication skills including reading and writing.
- Excellent math skills

- Must be able to work flexible hours when necessary
- Must be able to work overtime when necessary
- Must successfully complete a pre-employment drug screen and background investigation.

PHYSICAL REQUIREMENTS/CONDITIONS:

- While performing the duties of this job the employee is regularly required to talk, listen, stand, and walk for entire shift,
- Must be able to reach overhead and below the knees, including bending, reaching, twisting, pulling and stooping.
- Ability to grasp, reach and manipulate objects with hands up. (This work requires eye-hand coordination, and may require bilateral coordination of hands)
- Must be able to operate in mentally and physically stressful situations.
- Must be able to lift and carry up to 50 pounds.
- Must be able to work in a fast paced environment.

The job requirements list is not a complete description of responsibilities, but the list reflects the general qualifications, duties and/or responsibilities necessary to perform this position. The Company reserves the right to revise the job description when circumstances are necessary for reasons like, but not limited to, new systems, technical developments, emergencies, workload and/or personnel changes

This position reports to: Assistant Manager/ Manager

Supervises: None

Salary Ranges: \$9.00/ Hr. Paid Bi-Weekly/ Non-Exempt

Working hours: Varies

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473).

Signature: _____

Date: _____